

Agenda
Human Resources Committee
Jefferson County Courthouse
311 S Center Ave, Room 112
Jefferson, WI 53549

April 21, 2015 @ 8:30 a.m.

***REVISED 04-17-2015**

Committee Members: James Braughler, Chair; Greg David, Secretary; Jim Mode, Vice-Chair;
Paul Babcock; and Michael Wineke

1. Call to order
2. Roll call (establish a quorum)
3. Certification of compliance with the Open Meetings Law
4. Review of the Agenda
5. Citizen comments - Members of the Public who wish to address the Committee on specific agenda items must register their request at this time
6. Approval of March 17, 2015 minutes
7. Communications
8. Review and approval of meeting dates and times for May 2015 – April 2016
9. Monthly Financials
10. ***Consideration to recommend the elimination of part-time Driver positions and creation of a pool of Driver positions at Human Services**
11. Review and recommendation of pay rates for summer, seasonal and occasional non-classified positions
12. Consideration to create Personnel Ordinance to address uniform and/or safety clothing/gear reimbursement
13. Consideration to create a Personnel Ordinance to address Safety in the Workplace
14. Under Personnel Ordinance HR0145(A), Human Resources Committee Authority, interpret personnel ordinance provision to determine if step-parent-in-law is covered under the Bereavement Absence policy
15. Consideration to amend Personnel Ordinance HR0610, Bereavement Absence, and use of bereavement leave
16. Discussion on future policy topics including:
 - a. Violence in the Workplace
 - b. Bullying in the Workplace
 - c. Drug and Alcohol Use
 - d. Reclassification process for Elected Officials

17. Convene into closed session pursuant to Wisconsin State Statutes Section 19.85 (1)(b), consideration of employee discipline and 19.85 (1)(f), preliminary consideration of specific personnel problems and the investigation of charges against specific person(s)
18. Reconvene into open session for consideration and possible action regarding items discussed in closed session
19. Monthly Report from Human Resources
 - a. Monthly accomplishments/goals
 - b. Vacant Positions
 - c. Emergency Help Requests
 - d. Hiring above minimum step and/or benefits
20. Set next meeting date and agenda
21. Adjournment

Next scheduled meeting: May 19, 2015 @ 8:30am.

The Committee may discuss and/or take action on any item specifically listed on the agenda

Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made.

**HUMAN RESOURCES COMMITTEE
MEETING MINUTES
March 17, 2015 @ 8:30am
Jefferson County Courthouse, Room 112**

1. Meeting called to order at 8:30pm by Chair, J. Braugher.
2. Present: J. Braugher, G. David, J. Mode, P. Babcock and M. Wineke. Quorum established. Others Present: T. Palm; B. Wehmeier, B. Ward, K. Eggers.
3. Certification of compliance with the Open Meetings Law by B. Wehmeier.
4. Agenda reviewed. Reviewed with no comments.
5. Citizen Comments. None.
6. Motion by P. Babcock, second by M. Wineke, to approve the January 20, 2015 minutes. Motion carried 5:0.
7. Communications: Revised draft of resolution to Create a Pool of Fair Workers provided.
8. Monthly Financial Report. December, 2014 report reviewed indicating under budget for 2014. January, 2015 report reviewed. T. Palm provided explanation that over budget on line item for Flexible Spending due to the administrative fees not accounted for when the County opted to provide FSA dollars for all eligible employees. Total annual deficit may be about \$12,500. T. Palm will monitor budget throughout the year and watch other line items for any potential savings to offset the deficit.
9. Review of four employee retirements in first quarter of 2015 to be presented at April, 2015 County Board meeting.
10. Kim Eggers, Safety Coordinator, provided a presentation on "Safety Objectives in Jefferson County". Presentation included initial findings in July, 2014; accomplishments made; processes needed to obtain the goal of having a strong safety culture at Jefferson County.
11. Motion by G. David, second by M. Wineke, to recommend to County Board a resolution to create a pool of Fair Park Grounds Workers. Motion carried 5:0.
12. Motion by P. Babcock, second by G. David, to approve the transfer of Julie Johnson to a vacant Community Support Program II position at Human Services, contingent on obtaining the required Master's degree in May, 2015. Motion carried 5:0.

13. Report from Human Resources Director was discussed, covering January and February Monthly department reports, vacant position and emergency help requests and hiring above minimum steps and benefits.
14. Information for item to be held in closed session was not completed. Committee did not convene into closed session.
15. Next meeting set for Tuesday, April 21, 2015 at 8:30am. Possible agenda items include ordinances to address Safety, Violence in the Workplace, and Alcohol and Drug Use in the Workplace.
16. Motion by P. Babcock, second by G. David, to adjourn. Meeting adjourned at 9:38am.

HUMAN RESOURCES COMMITTEE TENTATIVE MEETING DATES

MAY 2015 – APRIL 2016

May 19, 2015 at 8:30am

June 16, 2015 at 8:30am

July 21, 2015 at 8:30am

August 18, 2015 at 8:30am

September 15, 2015 at 8:30am

October 20, 2015 at 8:30am

November 17, 2015 at 8:30am

December 15, 2015 at 8:30am

January 19, 2016 at 8:30am

February 16, 2016 at 8:30am

March 15, 2016 at 8:30am

April 19, 2016 at 8:30am

Revenues									
Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
411100	GENERAL PROPERTY TAXES	(30,904.92)	(30,904.92)	(61,809.84)	(61,809.83)	(0.01)	(370,859.00)	(309,049.16)	16.67%
451002	PRIVATE PARTY PHOTOCOPY	(2.20)	(3.33)	(2.20)	(6.67)	4.47	(40.00)	(37.80)	5.50%
451034	BADGE REPLACEMENT FEE	-	(2.50)	-	(5.00)	5.00	(30.00)	(30.00)	0.00%
									#DIV/0!
Totals		(30,907.12)	(30,910.75)	(61,812.04)	(61,821.50)	9.46	(370,929.00)	(309,116.96)	16.66%

Expenditures									
Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
511110	SALARY-PERMANENT REGULAR	15,595.01	17,390.83	31,875.60	34,781.67	(2,906.07)	208,690.00	176,814.40	15.27%
511310	WAGES-SICK LEAVE	91.35	-	152.37	-	152.37	-	(152.37)	#DIV/0!
511330	WAGES-LONGEVITY PAY	-	34.08	-	68.17	(68.17)	409.00	409.00	0.00%
511340	WAGES-HOLIDAY PAY	170.99	-	1,148.08	-	1,148.08	-	(1,148.08)	#DIV/0!
511350	WAGES-MISCELLANEOUS(COMP)	-	-	7.62	-	7.62	-	(7.62)	#DIV/0!
512141	SOCIAL SECURITY	1,163.97	1,325.08	2,435.48	2,650.17	(214.69)	15,901.00	13,465.52	15.32%
512142	RETIREMENT (EMPLOYER)	1,078.33	1,184.92	2,256.49	2,389.83	(113.34)	14,219.00	11,962.51	15.87%
512144	HEALTH INSURANCE	4,385.35	4,385.33	9,195.50	8,770.67	424.83	52,624.00	43,428.50	17.47%
512145	LIFE INSURANCE	9.13	9.17	18.26	18.33	(0.07)	110.00	91.74	16.60%
512150	FSA CONTRIBUTION	-	62.50	750.00	125.00	625.00	750.00	-	100.00%
512173	DENTAL INSURANCE	270.00	270.00	592.31	540.00	52.31	3,240.00	2,647.69	18.28%
521218	ARBITRATOR	-	66.67	-	133.33	(133.33)	800.00	800.00	0.00%
521219	OTHER PROFESSIONAL SERV	1,075.50	1,520.00	2,120.50	3,040.00	(919.50)	18,240.00	16,119.50	11.63%
521220	CONSULTANT	-	416.67	-	833.33	(833.33)	5,000.00	5,000.00	0.00%
521225	SECTION 125	1,855.44	583.33	5,067.36	1,166.67	3,900.69	7,000.00	1,932.64	72.39%
521226	ERGONOMICS	-	20.83	-	41.67	(41.67)	250.00	250.00	0.00%
521227	POSITION CLASSIFICATIONS	-	312.50	-	625.00	(625.00)	3,750.00	3,750.00	0.00%
521229	RECRUITMENT RELATED	53.80	104.17	96.09	208.33	(112.24)	1,250.00	1,153.91	7.69%
521296	COMPUTER SUPPORT	-	337.33	4,009.73	674.67	3,335.06	4,048.00	38.27	99.05%
531303	COMPUTER EQUIPMT & SOFTWA	-	291.67	815.72	583.33	233.39	3,500.00	2,684.28	23.31%
531311	POSTAGE & BOX RENT	22.26	29.17	47.53	58.33	(10.80)	350.00	302.47	13.58%
531312	OFFICE SUPPLIES	28.77	110.83	29.88	221.67	(191.79)	1,330.00	1,300.12	2.25%
531313	PRINTING & DUPLICATING	49.53	83.33	95.20	166.67	(71.47)	1,000.00	904.80	9.52%
531323	SUBSCRIPTIONS-TAX & LAW	-	133.33	-	266.67	(266.67)	1,600.00	1,600.00	0.00%
531324	MEMBERSHIP DUES	-	42.50	439.59	85.00	354.59	510.00	70.41	86.19%
531326	ADVERTISING	-	10.42	-	20.83	(20.83)	125.00	125.00	0.00%
531357	EMPLOYEE RECOGNITION	81.96	500.00	206.54	1,000.00	(793.46)	6,000.00	5,793.46	3.44%
532325	REGISTRATION	-	165.00	125.00	330.00	(205.00)	1,980.00	1,855.00	6.31%
532332	MILEAGE	28.75	48.25	82.81	96.50	(13.69)	579.00	496.19	14.30%

532334	COMMERCIAL TRAVEL	-	41.67	-	83.33	(83.33)	500.00	500.00	0.00%
532335	MEALS	-	30.83	-	61.67	(61.67)	370.00	370.00	0.00%
532336	LODGING	-	175.83	140.00	351.67	(211.67)	2,110.00	1,970.00	6.64%
532339	OTHER TRAVEL & TOLLS	-	-	34.00	-	34.00	-	(34.00)	#DIV/0!
532350	TRAINING MATERIALS	24.62	333.33	2,168.92	666.67	1,502.25	4,000.00	1,831.08	54.22%
533225	TELEPHONE & FAX	7.58	14.17	7.58	28.33	(20.75)	170.00	162.42	4.46%
571004	IP TELEPHONY ALLOCATION	45.67	45.58	91.34	91.17	0.17	547.00	455.66	16.70%
571005	DUPPLICATING ALLOCATION	98.00	98.00	196.00	196.00	-	1,176.00	980.00	16.67%
571009	MIS PC GROUP ALLOCATION	643.42	643.50	1,286.84	1,287.00	(0.16)	7,722.00	6,435.16	16.66%
571010	MIS SYSTEMS GRP ALLOC(SIS)	193.58	193.58	387.16	387.17	(0.01)	2,323.00	1,935.84	16.67%
591519	OTHER INSURANCE	93.36	96.33	186.72	192.67	(5.95)	1,156.00	969.28	16.15%

Totals 27,066.37 31,110.75 66,066.22 62,221.50 3,844.72 373,329.00 307,262.78 17.70%

Other Financing Sources (Uses)

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
Totals		-	-	-	-	-	-	-	#DIV/0!
Total Business Unit		(3,840.75)	200.00	4,254.18	400.00	3,854.18	2,400.00	(1,854.18)	177.26%

#DIV/0!
#DIV/0!

Revenues									
Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
411100	GENERAL PROPERTY TAXES	(3,771.08)	(3,771.08)	(7,542.16)	(7,542.17)	0.01	(45,253.00)	(37,710.84)	16.67%
474106	INTERGOVT SHARED SERVICES	(4,077.54)	(3,433.92)	(6,901.35)	(6,867.83)	(33.52)	(41,207.00)	(34,305.65)	16.75%
Totals		(7,848.62)	(7,205.00)	(14,443.51)	(14,410.00)	(33.51)	(86,460.00)	(72,016.49)	16.71%

Expenditures									
Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
511110	SALARY-PERMANENT REGULAR	4,003.31	4,489.83	7,456.66	8,979.67	(1,523.01)	53,878.00	46,421.34	13.84%
511310	WAGES-SICK LEAVE	-	-	639.51	-	639.51	-	(639.51)	#DIV/0!
511340	WAGES-HOLIDAY PAY	-	-	409.28	-	409.28	-	(409.28)	#DIV/0!
511350	WAGES-MISCELLANEOUS(COMP)	89.53	-	89.53	-	89.53	-	(89.53)	#DIV/0!
512141	SOCIAL SECURITY	300.08	343.50	629.95	687.00	(57.05)	4,122.00	3,492.05	15.28%
512142	RETIREMENT (EMPLOYER)	278.33	305.33	584.47	610.67	(26.20)	3,664.00	3,079.53	15.95%
512144	HEALTH INSURANCE	1,325.80	1,325.17	2,808.59	2,650.33	158.26	15,902.00	13,093.41	17.66%
512145	LIFE INSURANCE	2.33	3.00	4.66	6.00	(1.34)	36.00	31.34	12.94%
512150	FSA CONTRIBUTION	-	20.83	250.00	41.67	208.33	250.00	-	100.00%
512173	DENTAL INSURANCE	90.00	90.00	201.33	180.00	21.33	1,080.00	878.67	18.64%
531311	POSTAGE & BOX RENT	-	1.67	-	3.33	(3.33)	20.00	20.00	0.00%
531312	OFFICE SUPPLIES	-	-	1.45	-	1.45	-	(1.45)	#DIV/0!
531313	PRINTING & DUPLICATING	-	4.17	-	8.33	(8.33)	50.00	50.00	0.00%
531314	SMALL ITEMS OF EQUIPMENT	-	183.33	-	366.67	(366.67)	2,200.00	2,200.00	0.00%
531323	SUBSCRIPTIONS-TAX & LAW	-	100.00	-	200.00	(200.00)	1,200.00	1,200.00	0.00%
531324	MEMBERSHIP DUES	210.00	-	210.00	-	210.00	-	(210.00)	#DIV/0!
532325	REGISTRATION	-	50.83	95.00	101.67	(6.67)	610.00	515.00	15.57%
532332	MILEAGE	-	6.25	-	12.50	(12.50)	75.00	75.00	0.00%
532335	MEALS	-	6.25	-	12.50	(12.50)	75.00	75.00	0.00%
532336	LODGING	-	11.67	-	23.33	(23.33)	140.00	140.00	0.00%
532350	TRAINING MATERIALS	-	140.00	-	280.00	(280.00)	1,680.00	1,680.00	0.00%
571004	IP TELEPHONY ALLOCATION	15.25	15.25	30.50	30.50	-	183.00	152.50	16.67%
571009	MIS PC GROUP ALLOCATION	75.67	75.67	151.34	151.33	0.01	908.00	756.66	16.67%
571010	MIS SYSTEMS GRP ALLOC(ISIS)	32.25	32.25	64.50	64.50	-	387.00	322.50	16.67%
Totals		6,422.55	7,205.00	13,626.77	14,410.00	(783.23)	86,460.00	72,833.23	15.76%

Other Financing Sources (Uses)

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
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#DIV/0!

#DIV/0!

Totals - - - - - #DIV/0!

Total Business Unit (1,426.07) - (816.74) - (816.74) - 816.74 #DIV/0!

NEW POSITION COVER FORM

This is request for 1 new positions and change in job titles

Department/Facility: Human Services
Subdepartment/Unit: Aging Division
Proposed Job Title: Pool Part time Drivers
Requested by: Kathi Cauley

Provide a brief summary of the purpose and duties of the new position.

We would change all the part time driver positions to “pool part time drivers”.

These position would work 19 hours a week or less and provide transportation for Jefferson County elderly and disabled residents who need to transportation to medical appointments and agency consumers who needs rides to/from inpatient psychiatric settings.

We would add one more part time driver.

What are the consequences if this position is not approved?

The ramifications are: Rides for consumers in medical facilities would need to be covered by social work staff because the current drivers are very close to 1,040 hours which if exceeded puts the county in a position to offer benefits.

How would this position be funded?

The DOT grant would cover the position.

Please state the position or person previously responsible for the duties being performed by the new position, and the degree of involvement/responsibility this position will still have.

We would change these to pool positions.

Please indicate what, if any, staffing changes you foresee in the next 5 years.

We will continue to participate in county wide transportation planning to understand what staff changes are necessary.

REQUEST TO FILL A NEW POSITION

- 1. Position to be filled: DRIVER - part time**
Department/Unit: Human Services
Approximate Hours: 15 hrs/week

Grade 1, \$11.92 starting

Cost: \$11,700.05 **Benefits:** \$896.05

Wages	11,700.00
Benefits	<u>893.05</u>
Total	\$12,595.05

- 1. Fiscal Note (how is position funded):** Each position is 80% funded by State s.85.21 Specialized Transportation grant. The net county cost is \$2,5190.00 which is the required match and is already contained in the 2015 budget.
- 2. Why is the position vacant?** Additional staff needed.
- 3. What efforts have you made to change the position?**
These positions are new.
- 4. What would happen if the position is not filled?**
First, we would not spend our State allocation and have to return funds. Secondly, we would have to pay social workers, with higher salaries and high case loads, to do this work. Lastly, elderly and disabled citizens would not have transportation to reach necessary appointments
- 5. Your recommendation, including anticipated date to fill?** I am requesting to fill additional staff position(s) after County Board approval.

Submitted by: Kathi Cauley, Director
Human Services

Date: 3/31/15

RESOLUTION NO. 2015 - _____

Eliminate part-time Driver positions and create a pool of Driver positions at Human Services

Executive Summary

Elderly and disabled citizens rely on County transportation to get to medical appointments and Human Services Department appointments. Without this public transportation, citizens' needs are not met or Professional Social Workers are utilized to meet this increased need for services. In Jefferson County there are several factors that contribute to this growing problem:

- Persons age Sixty-five and older are the fastest growing segment of our population
- Approximately 60 percent of rural residents of all ages live in areas with no or negligible public transportation service
- Because rural areas tend to have a high proportion of older residents, the lack of public transportation has a particularly negative impact on older persons
- Older rural residents typically do not drive or have cut back on driving
- There is an increased need for transportation out-of-county

WHEREAS, the Human Services Director recommends the elimination of part-time, non-exempt, Driver positions and the creation of a pool of non-exempt Driver positions that would provide flexibility in scheduling rides to meet the fluctuating demands and assist in the challenge of meeting the special transportation needs of elderly and disabled adults so they can enjoy living independently in their own homes and connected to their communities, and

WHEREAS, after due consideration, the Human Resources Committee recommends the changes proposed by the Human Services Director.

NOW, THEREFORE, BE IT RESOLVED that the 2015 County Budget setting forth position allocations at the Human Services Department be and is hereby amended to reflect the above change, to become effective upon passage of this resolution.

Fiscal Note: It is anticipated to increase the number of hours required for Drivers by 780 hours annually, or 520 hours for the remainder of 2015. The additional annual cost for another Driver, working 15 hours per week, is \$12,595.05, or \$8,396.70 for the remainder of 2015. These positions are 80% funded by Transportation grant funds (\$10,076.04) and 20% funded with tax levy (\$2519.01). The total tax levy cost for the remainder of 2015 is \$1679.34. There are sufficient funds budgeted in the 2015 Wisconsin DOT Specialized Transportation grant account Therefore, no additional tax-levy is required and no budget amendment is needed.

Ayes _____ Noes _____ Abstain _____ Absent _____ Vacant _____

Requested by
Human Resources Committee

04-21-15

Prepared by Terri M Palm-Kostroski, 04-14-15; 04-17-15: Blair Ward, 04-17-15

APPROVED: Administrator _____; Corp. Counsel _____; Finance Director _____

PAY RATES (hourly) FOR NON-CLASSIFIED POSITIONS

APRIL 2015 – DECEMBER 2016

Seasonal Workers: Fair, Highway and Parks (less than 6 months with a complete 6 month break before return)	\$8.75 starting with \$.25/year returning with a maximum at \$9.75
1000-hour Workers	\$10.00 starting with \$.25/year returning with a maximum at \$11.00
Fair week: Laborers and general office	\$8.75 starting with \$.25/year returning with a maximum at \$9.75
Fair week Financial staff	\$11.00 starting with \$.25/year returning with a maximum at \$11.75
Fair week Financial Lead	\$12.00 starting with \$.25/year returning with a maximum at \$13.00
Interns/Co-op students	\$8.75 - \$15.00, pending internship level and with Co. Admin approval
Veteran Service Clerk	\$8.75 starting with \$.25/year returning with a maximum at \$9.75
UW Extension Summer 4-H staff	\$11.00
WIC Breastfeeding Peer Counselors	\$13.00 starting with \$.25/year returning with a maximum at \$14.00
ME Investigators, Part-time	\$14.00 starting with \$.25/year returning with a maximum at \$15.00
Emergency Help	varies as determined by County Administrator or designee

ORDINANCE NO. 2015-___

Amend the Personnel Ordinance to create HR0685, Uniform, Safety Shoes and Safety Eye Protection Allowance Policy

Executive Summary

The safety and professional appearance of employees is a priority of Jefferson County. Therefore, employees may be directed to wear specific uniforms, safety shoes, and/or safety glasses or other eye protective equipment to ensure the employee's well-being. Over the years, employees have been provided different levels of reimbursement for uniforms and/or safety equipment, including not receiving any reimbursements. These practices have continued, following language from labor union contracts that no longer exist. In an attempt to provide fairness and equity among all employees required to wear specific uniforms or safety equipment for their positions, the Human Resources Committee recommends creating a uniform policy for all non-sworn employees.

WHEREAS, Jefferson County has provided clothing, uniform and safety equipment reimbursement allowances inconsistently among departments since January, 2011, and

WHEREAS, the Human Resources Committee recommends providing benefits that are fair and equal among all employees.

NOW, THEREFORE, BE IT RESOLVED that the Human Resources Committee supports and recommends the creation of Section HR0685, Uniform, Safety Shoes and Safety Eye Protection Allowance Policy

THE COUNTY BOARD OF SUPERVISORS OF JEFFERSON COUNTY DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. Section HR0685, Uniform, Safety Shoes and Safety Eye Protection Allowance Policy is created as follows:

HR0685 UNIFORM, SAFETY SHOES AND SAFETY EYE PROTECTION ALLOWANCE POLICY

A. The safety and professional appearance of employees is a priority of Jefferson County. Therefore, employees may be directed to wear specific uniforms, safety shoes, and/or safety glasses or other eye protective equipment to ensure the employee's well-being. The County shall provide a combined maximum allowance of \$150.00 annually for *required* uniform and safety shoes/boots to all non-sworn employees.

1. Uniforms. Employees who wear uniforms that are specifically required for their position (i.e. Sheriff's Office Cooks, Communication Operators) are eligible to receive up to a \$150.00 allowance annually, reduced by any allowance previously received for safety shoes/boots in the same year.
2. Safety Shoes/boots. Employees who wear safety shoes or boots that are specifically required for their position are eligible to receive up to a \$150.00

allowance annually, reduced by any allowance previously received for uniforms in the same year.

3. Safety Glasses/Eye Protective Equipment. Jefferson County shall provide necessary eye protective equipment for employees required to wear such equipment for their position and as directed by the County. Employees who also regularly wear prescription eyeglasses have the option to wear provided eye protective equipment or to have prescription glasses fitted with safety lenses and side shields that provide optimal safety protection. The employee shall be responsible for any necessary eye examinations and frames and shall also furnish the County with a prescription for the lenses. The County shall furnish the safety lenses and side shields from such sources as the County may choose. Employees are eligible for safety glasses/eye protective equipment allowance biannually, unless there is a documented prescription change or work-related damage to the eyewear and approved by the department head.

- B. Per IRS guidelines, uniforms, safety shoes/boots and safety glasses/eye protective equipment provided by the employer or provided through an allowance to the employee, are excludable from taxable wages of the employee if they are specifically required as a condition of employment and are not worn or adaptable for general use. For reimbursements meeting these requirements to be excludable from the taxable wages of the employee, the employee must submit the original receipt for reimbursement which identifies purchases as approved by their respective department head as being specifically required as a condition of employment and not worn or adaptable for general use. Allowances will not be reimbursed to the employee without proper documentation of the approved purchase. Proper documentation/receipts shall be submitted within 30 days of purchase of the uniforms/safety equipment.

Section 2. This ordinance shall be effective after passage and publication as provided by law.

Fiscal Note: Based on history of uniform and/or safety equipment allowance, it is not expected that reimbursements will exceed \$17,000 annually. Sufficient funds are budgeted in 2015.

Ayes _____ Noes _____ Abstain _____ Absent _____ Vacant _____

Requested by
Human Resources Committee

05-12-15

Terri M. Palm, Brian Lamers, Blair Ward: 04-17-15

APPROVED: Administrator _____; Corp. Counsel _____; Finance Director _____

ORDINANCE NO. 2015-____

Amend the Personnel Ordinance to create HR0570, Safety in the Workplace

Executive Summary

It's the goal of Jefferson County to provide a place of employment free from recognized hazards in order to provide the safest possible working conditions for employees and the general public. Safety should be the responsibility of each employee and elected official and should be recognized as part of the culture of each department. In the 2014 budget, the County Board of Supervisors created the position of a full-time Safety Coordinator, shared with Walworth County on a half-time basis. In the last nine months since filling this position, safety audits have been conducted in most departments, safety hazards have been identified and corrected, and safety plans, policies and training programs have started to be developed. To further support and promote the need and value of a safety culture, the Human Resources Committee recommends creating a Safety policy statement for all employees to take ownership in.

WHEREAS, Jefferson County recognizes that safe working conditions and safe practices will protect the County's number one asset, its employees, and

WHEREAS, the Human Resources Committee recommends creating a culture that has each employee being accountable for his or her own safety and the safety of other employees and the general public.

NOW, THEREFORE, BE IT RESOLVED that the Human Resources Committee supports and recommends the creation of Section HR0570, Safety in the Workplace.

THE COUNTY BOARD OF SUPERVISORS OF JEFFERSON COUNTY DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. Section HR0570, Safety in the Workplace is created as follows:

HR0570 SAFETY IN THE WORKPLACE

- A. It is the goal of Jefferson County to provide a place of employment free from recognized hazards in order to provide the safest of possible working conditions. Accidents cause untold suffering and financial loss to our employees and their families and cause an unnecessary drain of tax dollars when used to pay medical expenses and compensation as well as lost time away from work.
- B. All levels of management will be held accountable to maintain a safe and healthy workplace environment for all employees, and to ensure their Department's compliance with all laws, rules and regulations by following and enforcing all safety policies and procedures developed to comply with those laws, rules and regulations.
- C. Every employee will adhere to the policies and procedures for their own safety and that of their co-workers. Employees and Supervisors must also be aware that safety will take precedence over

expediency and shortcuts when performing their duties. It is the County's desire and intent that the consideration of safety for both our employees and the general public in the performance of daily assignments bear as high a priority as the decision to commit funds or to complete a task which must be done. Employees should be aware that every reasonable step will be taken to reduce the potential of an accident or injury related to their employment and they are encouraged to support management in the realization of this goal.

- D. Jefferson County will assure that all employees receive the necessary information, proper training and appropriate tools to perform their job in a safe and healthy manner.
- E. Employees who violate safety policies or procedures or put themselves, a co-worker or a member of the public in harm's way shall be subject to disciplinary action.
- F. Employees shall report any unsafe conditions or actions they observe to their direct Supervisor so that those conditions and actions can be corrected immediately. The County will not discipline or harass any employee who reports a safety violation. Any employee who retaliates against another employee for reporting a safety concern shall be disciplined accordingly.

Section 2. This ordinance shall be effective after passage and publication as provided by law.

Fiscal Note: No fiscal impact

Ayes _____ Noes _____ Abstain _____ Absent _____ Vacant _____

Requested by
Human Resources Committee

05-12-15

Terri M. Palm: 04-17-15

APPROVED: Administrator _____; Corp. Counsel _____; Finance Director _____

HR0610

BEREAVEMENT ABSENCE. When death occurs in an employee's immediate family (being defined as spouse; child; or current step children the employee will be excused with pay for the five (5) consecutive scheduled days of work. When an employee's brother, sister, mother, father, mother-in-law, father-in-law, son-in-law, daughter-in-law, stepsiblings, or stepparents dies the employee will be excused for three (3) consecutive scheduled days of work. An employee shall be granted one (1) day off with pay for the death of grandparents, grandchildren, brother-in-law and sisters-in-law of the employee or spouse. Part-time employees shall be compensated for hours normally worked one (1), three (3) or five (5) consecutive scheduled days of work, whichever applies. Nonconsecutive days off may be allowed upon the approval of the Human Resources Manager, and consultation with the department head, when the funeral service or memorial is outside the period of leave allowed following the death of the relative.

**Report to Human Resources Committee
April 21, 2015**

Monthly Accomplishments/Goals:

- March report included

Vacant Position requests authorized to fill. The County Administrator and Human Resources Director have reviewed and the following vacant position requests since the March, 2015 Human Resources Committee meeting:

Corporation Counsel

- Assistant Corporation Counsel - FT

Health Department

- Public Health Nurse – FT x 3

Human Services

- Driver - pool

Register of Deeds

- Chief Deputy Register of Deeds – FT
- Deputy Register of Deeds - FT

Sheriff Department

- Communications Operator - FT
- Deputy – FT x 2

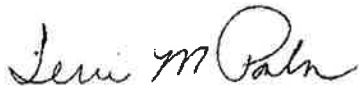
Emergency Help Requests. The following were emergency help requests approved since the March Human Resources Committee meeting:

- **Human Resources** –Former Chief Deputy Wellner was hired to assist in a department-wide investigation

Hiring Above Minimum Step and/or Additional Benefits.

- Kendall Wick was hired as an Assistant Corporation Counsel with 40 hours of Random time, rather than the approximate pro-rated 30 hours of Random time normally allotted. Ms. Wick had previously worked as a LTE Child Support Attorney for six months in 2013.
- Sheri Nagel was hired as a full-time Child Custody Evaluator at step 3 of the appropriate grade, 40 hours of vacation in 2015 and 80 hours of vacation in 2016.

Respectively submitted,



Terri M Palm
Human Resources Director



**Human Resources Department
Monthly Report
March, 2015**

Issues/Items for March, 2015:

- **Personnel issues:**
 - 7 performance-related concerns/investigatory issues, resulting in:
 - 5 employees placed on Administrative leave
 - 2 written disciplinary warnings
 - 2 terminations of employment
 - 2 performance improvement plan
 - 2 still under investigation/pending action
 - 8 referrals to the County's Employee Assistance Program
 - 2 employee health-related concerns
 - 1 supervisor/employee mediation

- **Trainings**
 - Attended "Affordable Care Act Reporting Requirements" on March 3
 - Presented a Safety Orientation session to Human Resources Committee on March 17

- **Employee Recognition/Wellness**
 - "Hug A G.I. Day" recognition on March 4

- **Recruitment and Retention**
 - Recruited for 12 positions and received/reviewed 282 applications
 - Processed 5 new hires.
 - Processed 6 employee separations.
 - Completed and/or reviewed 45 reference checks and 11 education checks and 9 caregiver background check on 17 candidates, of which 11 applicants were extended an offer and 9 applicants accepted.

- **Employment Law**
 - Resolved 1 Unemployment Claims.
 - Monitored 52 active approved FMLA requests, both new and continuing.

- Received 4 First Report of Injuries, all 2 were reportable.
- Miscellaneous
 - Completed/updated 20 job descriptions, working toward the goal of completing job descriptions for over 200 positions.
 - Completed three exit interviews from current and past employees.
 - Coordinated training agenda for Park employees to address angry citizens.
 - Compiled 127 Safety Data Sheets for the Drug Task Force building.

Action Items for April, 2015:

- Complete 10 job descriptions.
- Update Classification listing for 2015.
- Schedule training for employees on addressing angry customers.
- Educate employees on voluntary benefits (Long Term Disability, Short Term Disability, Vision, etc.).
- Conduct Employee Voluntary Benefit Survey and prepare an RFP based on employee response.
- Conduct Employee recognition/satisfaction survey.
- Schedule one recognition event.
- Complete HIPAA training for appropriate staff.
- Compile Safety Data Sheets for one County facility.
- Develop Workplace Violence policy
- Develop Alcohol and Drug Use in the Workplace policy

Respectfully Submitted,



Terri M Palm
Human Resources Director